

The Deputy Auditor in the Real Estate Division is responsible for general knowledge of the operations of the Real Estate Division and reports directly to the Auditor. In this position you will maintain tax incentives throughout the county. This employee will be a backup to the real estate department in their everyday job duties. The Deputy Auditor works to assure efficient and effective service to taxpayers while carrying out the many responsibilities, duties, deadlines and projects within the department. The position is unclassified.

Hours: 8:00AM – 4:00PM Monday through Friday.

The County Auditor's Office provides a wide variety of services to the public and other governmental entities, and serves as the primary administrative office for county government. As an employee of the Pickaway County Auditor's Office, personnel is expected to provide courteous and knowledgeable assistance in a professional manner in person, by telephone, e-mail, and by written correspondence. While individual staff members may be assigned a specific area of general responsibility, all staff members are expected to assist each other as needed, with an emphasis on cross training throughout the department. This job description is not intended to provide a complete list of duties that may be assigned to an employee.

TYPICAL DUTIES AND RESPONSIBILITIES

Job Duties

- Review and administer tax incentive programs
- Manage TIF (Tax Increment Finance), CRA (Community Reinvestment Area)
- Manage and maintain spreadsheets for tax incentive programs
- Attend meetings and calls regarding TIF and CRA's
- Review and administer tax incentive programs
- Serve as a backup to the real estate department as needed
- Other tasks as assigned

Knowledge and Skills

- Ability to work with as an effective team
- Detail oriented and the ability to easily identify errors
- Ability to multi-task effectively
- Ability to meet numerous deadlines and manage multiple projects
- Must be punctual and reliable.
- Professional dress and demeanor required

MINIMUM QUALIFICATIONS

Education and Experience Required

- Knowledge of tax incentive programs
- Ability to interpret TIF and CRA agreements
- Some experience real estate transfers
- Experience with real estate transfers and the ability to understand and interpret legal descriptions
- Must be proficient in Microsoft Office and Excel and learn computer operations easily
- Excellent verbal and written communication skills
- General customer service and problem-solving skills
- Must possess a valid State of Ohio Motor Vehicle Operator's License

Qualified applicants may submit the above by email to: bwashburn@pickawaycountyohio.gov OR by regular mail to:

Brad Washburn – Pickaway County Auditor
Pickaway County Auditors Office
110 Island Rd Suit F
Circleville OH 43113